

Communication Plan
Governor Ronnie Musgrove's
Celebrating 100th Day in Office/Teacher Pay Raise Bill Signing
Thursday, April 20, 2000

Location

The Celebration should take place in the Capitol Rotunda, 1st floor.

Celebration

The Celebration should have a party atmosphere. Items needed for the party are as follows: balloons, signs and banners, a high school jazz band, a celebration cake and other refreshments. We will need serving items and people to work the refreshment stations.

Agenda

1. All celebrants will be in place in the 1st floor rotunda waiting for the Governor to arrive.
2. The band will be playing before the Governor arrives to excite the crowd. The band will give a drum roll and begin playing (TBD) as the Governor descends the stairs with his family.
3. The Governor will walk to the lectern. He should be joined by the First Lady, Carmen Rae and Jordan and any other individuals he would like.
4. The Governor will make some comments.
5. The Governor and his family will walk over to the cake, which will be on a skirted table and roped off. (The band will begin playing again)
6. The Governor will cut the cake and he and Mrs. Musgrove will help to serve the first few pieces of cake and then mingle with the crowd.

7. The Governor will decide how long he will stay and talk to the celebrants.

Celebrants

We will need the assistance of Lamar Life to create a large celebratory crowd. We will need teachers, children/students, parents, MEC, Musgrove supporters, etc.

Band

We would like to try to get the Murrah High School Jazz group.

Volunteers

We will use staff to handle the refreshment stations and keep the crowd flowing.

Supplies

Cake, table, skirting, utensils, plates, napkins, beverages, cups, balloons, string, signs, etc.....